

U.S. DEPARTMENT OF STATE

**SUPPORT FOR BMENA FORUM FOR THE FUTURE
CIVIL SOCIETY REFORM INITIATIVES**



Application Instructions

Middle East Partnership Initiative

Funding for Civil Society Reform Initiatives

Application Deadline: March 15, 2009

The Middle East Partnership Initiative (MEPI) of the U.S. Department of State is pleased to announce, pending availability of funds, support for civil society reform initiatives that support the Forum for the Future process. Please follow all instructions below carefully.

Background: Hundreds of civil society leaders and organizations have participated in the Forum for the Future process since its inception in 2004. The Forum represents a critical opportunity for civil society leaders to outline key recommendations towards advancing political reform and human rights in the Middle East and North Africa (MENA) region to their governments.

Purpose of Grant: Through this grant opportunity, MEPI intends to sustain the momentum and role of civil society in the Forum process. These specialized Local Grants are intended for local members of civil society, including non-governmental organizations and universities, to undertake democracy and reform projects, based on outcomes of the Fifth Forum for the Future process in Abu Dhabi, UAE, including the Fifth Parallel Civil Society Forum held in Dubai, UAE, in October 2008. Funding is available for projects that translate the themes of these meetings into tangible projects, including in the areas of democratic reform; the expansion of public participation in political life; women's political, economic, and social empowerment; the legal environment for civil society; and government-private sector-civil society cooperation.

Preference will be given to project proposals developed by **coalitions** of organizations that have participated in the BMENA Forum process, including in the civil society parallel forum meetings. Assistance to civil society coalitions represents an important goal of MEPI's overall civil society support, consistent with the outcomes of the Forum process. Proposals should clearly outline the roles and responsibilities of all organizations involved in the project.

Size of Awards: Awards typically range between \$50,000 to \$100,000.

Length of Grant: Projects should be completed within one year.

Application Process: **The MEPI Regional Offices in Tunis and Abu Dhabi are currently accepting these applications. Please submit your proposal to a MEPI Regional Office,** using the attached application. Applications can be submitted in English, French, or Arabic to the Tunis Office and English or Arabic to the Abu Dhabi Office. Funds will be awarded on a rolling basis, and all final grant agreements will be concluded in English.

How to Apply: For projects with activities in Morocco, Algeria, Tunisia, Libya, Egypt, the Palestinian Territories, and/or Lebanon, please send completed applications to the MEPI Regional Office in Tunis (via email: mepi-medregion@state.gov OR via fax: 216-71-107-436

For projects that cover the Gulf region and/or Jordan, please send completed applications to the MEPI Regional Office in Abu Dhabi (via email: abudhabimepi@state.gov OR via fax: 971-2-414-2576

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A MEPI staff panel will assess proposals based on their quality, relevance, prospect for success, and originality, and will inform applicants of their status by April 15, 2009.

We look forward to receiving creative proposals that strengthen the role of civil society in the Forum for the Future process.

Allowable Expenses:

Activities that are typically funded include, but are not limited to:

1. Community service projects that practice democratic processes and encourage volunteerism;
2. Public education projects/ public meetings or seminars;
3. Task forces that will subsequently recommend a specific plan of action;
4. Workshops and meetings of a practical and professional nature, which are an integral part of a larger project and contribute to overall project goals.

Activities that may not be funded:

1. Social welfare projects;
2. Organizational start-up costs;
3. Ongoing operating costs or capital improvements;
4. Buying furniture and office decorations;
5. Buying vehicles;
6. Setting up a center unless part of a broader project;
7. Paying to complete activities begun with other funds;
8. Projects that contain the appearance of partisanship/support to individual or single party electoral campaigns;
9. Academic or analytical research (if not part of a larger project) or scholarships;
10. International travel, unless specifically justified within the project.
11. Citizen exchange programs with foreign countries;
12. One-of-a kind events such as conferences and round tables (if not part of a larger project);
13. Medical and psychological research, and clinical studies;
14. Provision of health care services;

15. Projects of a commercial or profit-making nature;
16. Cultural presentations, cultural research, cultural clubs, and festivals etc.;
17. Language training courses
18. Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours).
19. Political party activities

APPLICATION

U.S. DEPARTMENT OF STATE

MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

Title of Project:	
Applicant/Primary Implementing Organization:	
<u>Address/telephone/fax/email (if available):</u>	
Primary Point of Contact: Name: Title Phone:	Amount of Award Requested: \$ _____ USD
Partner Organization: Name: Phone:	Partner Organization: Name: Phone:
Period of Project:	

1. Brief Summary: Please supply a clear summary (4-5 sentences) of your project in the space provided below.

ACKNOWLEDGEMENT & PUBLICITY AGREEMENT		
<p>I affirm that the information provided in this application is true and correct and that intentional misrepresentation on this form is grounds for denial of a grant. I further affirm that my organization is qualified to receive an award under applicable laws and regulations. My organization understands that submission of a Local Grant application in no way guarantees awarding of a grant, and we will accept the final decision of the U.S. Embassy Local Grants Committee & MEPI. We further understand that funds awarded under the Local Grants program are provided through MEPI by the people of the United States of America and agree to allow appropriate publicity of this fact.</p> <p>Accept: <input type="checkbox"/> Yes. A signed original must follow this electronic form if a grant is awarded.</p>		
Signature	Name & Title	Date

2. State the problem, and describe how this project will address the problem.

3. State how this project supports the role of civil society in the BMENA Forum for the Future process.

4. What is the intended impact or result of this project?

5. Describe how you plan to publicize the work and to incorporate MEPI into this publicity.

6. **Schedule of Activities:** Please include a detailed timeline.

A) Describe when the activities will take place using a timeline:

Month	Description of the Event	Person Responsible

B) List the project's milestones (the activities or events that demonstrate this project is moving on schedule toward its stated objectives and which you will monitor and report on as part of the project evaluation):

7. Please describe your organization. State what type of group it is, when it was established, the size of membership, the mission of the organization, and its source of funding. Describe its status under applicable law. How has your organization been involved in the BMENA Forum for the Future process to date? Also include the name of any local partner organizations that will participate in this project and describe their role.

8. List the names of the people who will conduct the activities, and the organizations involved in your coalition. Please attach pertinent resumes and organizational structure charts.

9. Please list the names of the officials responsible for this project and its financial administration, and attach a c.v. for each person listed. Do the same for each local partner organization.

10. Please provide a complete, line-by-line budget, using the example below as a guide. Budget items should be linked to the narrative and include the following information:

- All project staff and salaries
- Anticipated travel costs (local and international)
- Materials to be used for all project activities
- Services to be used for all project activities
- All cost-sharing and in-kind contributions
- Budget should be presented in U.S. dollars, rounded to the nearest dollar.

<u>No</u>	Budget Item	<u>Detailed Description</u>	Amount Requested from US Embassy	NGO Contribution	Contribution from Other Sources
1	Salaries (taxes included)				
1.1	Position, name	Amount in \$ per month x number of months (% of work time in the project)			
1.2	Position, name	Amount in \$ per hour / per event x number of hours / events			
	Subtotal				
2	Equipment (costing more than USD 5,000.00)				
2.1	Item description	Price in \$ x number			
2.2	and so on				
	Subtotal				
3	Administrative costs				
3.1	Office supplies (including equipment costing less than USD 5,000.00)	Amount in \$ x number of months			
3.2	Internet fees	Amount in \$ x number of months			
3.3	Bank fees	Amount in \$ x number of months			
3.4	and so on				
	Subtotal				
4	Contractual				
4.1	Publishing				
4.1	Name of the publication	Price in \$ per copy x number of copies			
4.2	Services/Consultants *	Cost per service/per day			
	Subtotal				
5	Travel expenses				
5.1	Travel description	Ticket price in \$ x number of people x number of trips			
5.2	Hotel	Price in \$ x number of days x number of people			
5.3	Per diem	Amount in \$ x number of days x number of people			
5.4	Other (provide details)				
	Subtotal				
6	Seminars, public meetings, round tables				
6.1	Room rental	Amount in \$ per hour / day x number of hours / days			
6.2	Handouts	Amount in \$ x number of participants			
6.3	Other (provide details and justifications)				
	Subtotal				
	TOTAL				

Notes:

- Budgets may contain an estimated amount for bank fees.
- Funding should not duplicate on-going activities.
- MEPI encourages applicants to seek funding from other donors and to offer some type of **cost sharing** (volunteer time, space, equipment etc.)
- MEPI funds should not be used for **food or entertainment expenses**. However, if coffee breaks or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 5% of the total award amount. Meals may not include charges for alcoholic beverages.
- * Services/Consultants – Professional services should not exceed \$500/day or local rates, whichever is lower.
- Compensation in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes.
- If requested, for **equipment** and/or **services** over \$1,000 three pro-forma estimates from the service or equipment vendor should be attached. Purchase of equipment should be well justified. Equipment should not exceed 10% of the total grant request.
- **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses.
- **Transportation costs** should not be for First or Business Class airfare and must be in compliance with US Government Travel Regulations.
- The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable. All budgeted expenses must be explained.
- Please provide bank account information below:

Bank Name	Bank Address	Account Number

End of Application—Thank you.